

STATE EMPLOYEES' CHARITABLE CAMPAIGN SEPTEMBER 1 – OCTOBER 31

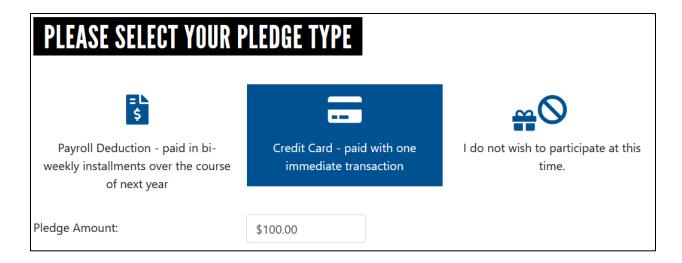
ePledge – One-time Credit Card Donation

Website: https://secc.delaware.gov

ePledge using same Self Service login email and password as on my.delaware.gov

For assistance, please call the E-Business helpline at 302-573-3791

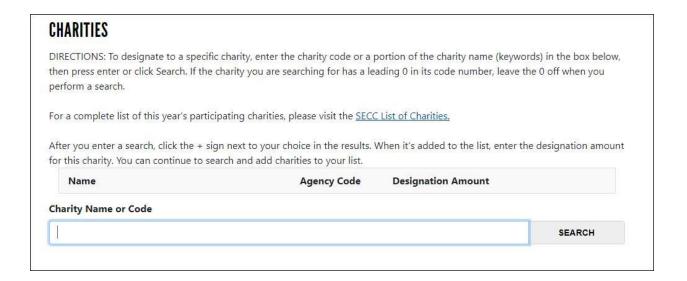




- 1. Under the section called "Please Select Your Pledge Type," select the Credit Card option so that the box is highlighted blue. This option allows you to give a one-time credit card donation. Consider helping us reach our goal of \$340,000 this year.
- 2. You can enter the amount you want to give for this one-time transaction. In this example, the employee wants to give an amount of \$100.00.



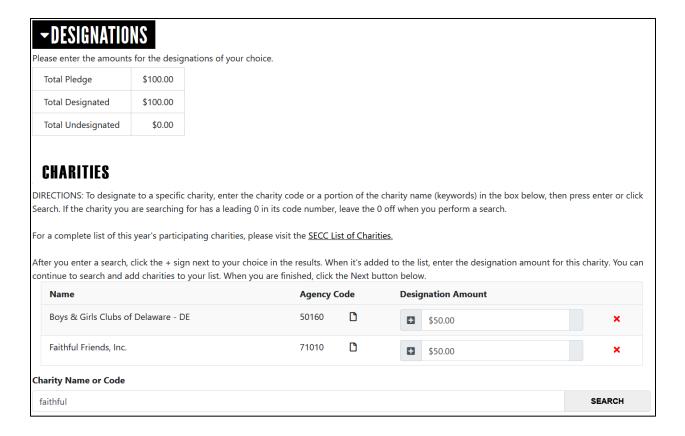
- 3. Under "Designations" select your pledge to one or more charities. The table shows the total pledge you entered above, total designated funds, and undesignated funds. Undesignated funds will be distributed to each charitable organization based on its percentage of the total designation of funds raised in the campaign.
- 4. For a complete list of this year's participating charities, select the link on the ePledge site and visit the <u>SECC List of Charities</u> on the SECC website.



5. Once you determine which organization(s) you want to support, you can search them by key word, code, or title in the search bar on the ePledge site.



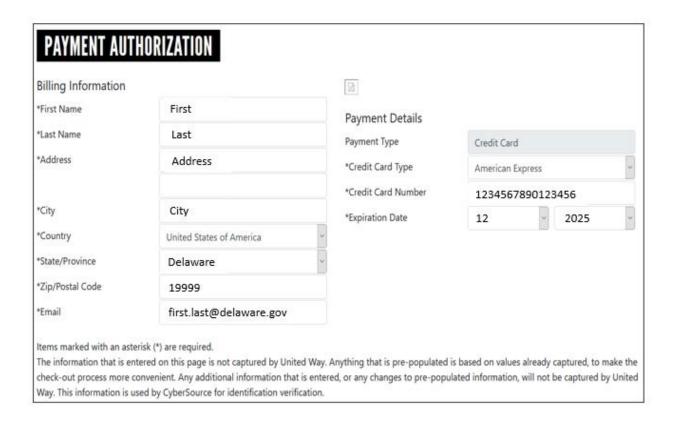
6. Once you find the charity you want to support on the ePledge site, select the plus "+" sign (circled in red in the image above). Do this for all the charities you want to support.



7. All designated charities will appear in a list on the page (see example in image above). Then you enter the amount you want to designate to each organization from your total pledge. In this example the employee is designating \$50.00 to two organizations. This will change the table above to show that the total pledge has been designated and \$0.00 is undesignated.

PLEASE CHECK YOUR INFORMATION BELOW.	
* e-Pledge e-Mail	first.last@delaware.gov
	Items marked with an asterisk (*) are required in some circumstances.
	☐ I want the system to automatically E-Mail my confirmation receipt to me.
	\square I wish to be acknowledged by my designated charitable organizations.
	I have authorized release of my e-Mail for this purpose.
	\square I wish to release my name to my designated charitable organizations.

- 8. To receive an email confirmation with your pledge information, enter your email address and select to first option, "I want the system to automatically e-mail my confirmation receipt to me."
- 9. To receive acknowledgement from the organizations you designated to support, select the second option, "I wish to be acknowledged by my designated charitable organizations. I have authorized release of my e-Mail for the purpose." And/or the third option, "I wish to release my name to my designated charitable organization."



10. Under the section called "Payment Authorization" enter your credit card information.



11. Then, select Confirm & Pay.